
Staff Council

USF St. Petersburg campus University
Governance

6-20-2008

Staff Council Meeting : 2008 : 06 : 20

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Staff Council, "Staff Council Meeting : 2008 : 06 : 20" (2008). *Staff Council*. 23.
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**USF St. Petersburg
STAFF Council – General Meeting
June 20, 2008**

Present: Jean Ferguson, Jonathan Dye, John Childs, Jennifer Burns, Lori Anderson, Itzel Yolanda, Terri Johnson, Barbra Higel, Johnny Henderson, Annette Hamon, Samantha Moyer, Tanya Radabaugh, Jennifer Walker, Michael Williams

Guests: Sandi Conway-Associate Director of Human Resources, Pat Scott-Liaison to Councils

Call to Order: Michael called the meeting to order at 9:30 a.m.

Meet and Greet: Jennifer Burns-College of Business, Samantha Moyer-Poynter Library.

I. Guest Speaker: Sandi Conway gave an overview on layoffs.

“A total of 38 positions were cut, totaling 30.51 FTE. Those positions were 15 – Staff totaling 13.16 FTE, 14 – Faculty totaling 8.6 FTE, and 9 – Administration totaling 8.75 FTE. No Executive Administration level position was issued a layoff notice.

<u>% Cut of Overall Positions</u>	<u>Active employees remaining after cut</u>
12.8% Administration	70
12.5% Staff	104
6.6% Faculty	130

On the St. Petersburg campus (1) one bumping notice and (3) three layoff notices were given; of the three layoff notices one employee chose to retire.

At this time, everyone on the St. Petersburg campus has been placed or moved to other positions. USF St. Petersburg campus is no longer in a layoff mode. In addition, employees at USFSP were able to retain their same salary when placed in a different position. All campuses were given the same time frame for layoff notices. Tampa campus has not been as fortunate as USFSP. Tampa is still working on employment issues and trying to find positions for their employees. In addition, Tampa employees, who were notified of layoff and subsequently placed, may have had to take a pay cut.

Regarding possible future employee cuts:

1. Typically, senior management (Vice-Chancellors, in consultation with the Directors), for each area will determine what areas or positions may be cut.
2. Employees who have layoff rights will first be placed in the same ‘title’ position, if there are vacancies and the employee has more retention points than other employees in the same class title.
3. Employees will be placed within the same campus and not at other campuses.
4. Layoff/Bumping rights are to be within the same unit.
5. Recall rights are up to one year.
6. If a viable position remains open, applications will be reviewed if offered from other campuses.

7. During layoff, placement can be made to the same class or a class in the same band, or to a demotion in lieu of layoff. If placement is made to a different class title, whether in the same band or demotion, the employee must meet the specialized minimum qualifications of the class.”

II. Approval of Minutes: The minutes of the May 16th meeting were approved as read.

III. Reports

President:

- Sign-in Sheet/Update Information: Please sign-in and verify correct email address when attending the STAFF Council meetings.
- Communication Resources: Remember to sign-up for LISTSERV – still the most economical method of receiving information. If you have trouble receiving campus mail, contact Michael Williams.
- Council Election: All ballots that were received on time were date- stamped, and placed into a special envelope. The ballots were tallied by Michael and a neutral party on June 19th. Results of the election:
 - Secretary - Jennifer Burns received 9 votes; Lori Anderson received 15 votes. Lori was re-elected to serve this upcoming year.
 - Vice-President - Barb Higel received 12 votes; Terri Johnson received 12 votes. Since it was a tie, there will be a runoff. June 30th has been established as the cut-off date for turning in ballots for this runoff.
- Update on Union Negotiations:
 - A bill regarding ‘Career Service’ was passed in the Legislature and will take effect in January 2009. Technically the language ‘Career Service’ does not pertain to USF employees. Bill McClelland, of AFSCME, is seeking to have the language expanded to include University STAFF employees in this bill.
 - A public meeting with AFSCME will be up-coming and we will notify employees of the date and time. If you have the opportunity to attend this meeting, please do so. Any ideas to be presented in this meeting can be made directly to the Union via the AFSCME link on the Council Corner page of the Council’s website.
 - To be individually represented by the Union, a person must pay Union dues.

Committees:

- Strategic Planning – Annette Hamon: USF draft of goals for the next (5) five years are to be presented during the next Strategic Planning meeting on Friday June 20th. These goals were derived from the previous series of planning meetings. A request was made to have the subjects of Threats and Weaknesses presented during the next level of meetings and not just Goals.
- Uniform Task Force – Lori Anderson: Several apparel outfitters were contacted to supply USF with embroidered or screen printed industrial work shirts. The average prices for the shirts ranged from \$12.90 to \$15.25 (depending on size) with embroidery and screen printing as an additional cost ranging from approx.

\$1.00 to \$2.00. One possible option has USF supplying each of the 50 employees (25/custodial and 25/maintenance) with 5 USF logo shirts per year at an annual cost that would be less than \$4000. Employees would be required to wash and maintain their own shirts. Additional options are being considered. A cost comparison with another source supplying embroidered patches will be presented at the next meeting.

- Liaison to Councils – Pat Scott:
 - Jennifer Baker is the new A&P Council Presiding Officer and will officially assume those duties at the next A & P Council meeting in August. Dr. Stephen Ritch will continue to handle the day to day operations until then.
 - A&P Council has requested that Simone Barfield present the findings of her Culture/Climate & Morale Treatment survey to the Council at its next meeting.

IV. New Business:

- Recycle bins for paper, plastic, cans, etc. have been setup in front of the Library building. Proceeds from the recycling will benefit the Ronald McDonald House.
- The maintenance and custodial departments have implemented ‘Going Green’ in the chemicals and products usage.
- OMF department has established an ‘Employee of the Month’ award program with the following perks: winner receives a \$25 gift certificate from Publix, one month free parking in the department’s reserved spot, and their photo placed over the time clock.
- Michael will ask Dr. Dhingra to address a joint meeting between A&P and STAFF Councils regarding allocations of the budget. STAFF Council wants to ensure that Dr. Dhingra does not lose touch with personnel needs.

V. Adjournment: Meeting adjourned at 11:10am.